



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL AIR STATION
700 AVENGER AVENUE
LEMOORE, CALIFORNIA 93248-5001

NASLEMINST 1710.15A CH-2
90

28 FEB 1997

NAS LEMOORE INSTRUCTION 1710.15A CHANGE TRANSMITTAL 2

From: Commanding Officer, Naval Air Station, Lemoore

Subj: USE OF MORALE, WELFARE AND RECREATION DEPARTMENT
ENTERTAINMENT DIVISION FACILITIES

1. Purpose. To issue pen and ink changes to basic instruction.

2. Action

a. Enclosure (3), paragraph 1, add "Air Hockey" after table tennis.

b. Enclosure (3), paragraph 8, add subparagraph, "g. No drinks will be allowed to be brought into the center.

c. Enclosure (3), paragraph 8, add subparagraph "h. No hard liquor will be allowed in the center at any time."

D. E. Bealer

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Acting

Distribution: (NASLEMINST 5215.2V)
Lists B and E



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19 OCT 1995

NAS LEMOORE INSTRUCTION 1710.15A CHANGE TRANSMITTAL 1

From: Commanding Officer, Naval Air Station, Lemoore

Subj: USE OF MORALE, WELFARE AND RECREATION DEPARTMENT COMMUNITY
ACTIVITIES

Encl: (1) Revised Enclosure (3)
(2) Revised Enclosure (4)

1. Purpose. To issue changes to basic instruction.

2. Action

a. Enclosure (2), page 3, paragraph 8a, line 4, change to read, "...MWR will refund the patron only if it can secure a..."

b. Enclosure (2), page 3, paragraph 8c, line 2, change to read, "requests should be turned in three months in advance of the ...".

c. Replace enclosure (3) of the basic instruction with enclosure 1 of this change transmittal.

d. Replace enclosure (4) of the basic instruction with enclosure (2) of this change transmittal.


G. C. WOOLDRIDGE

Distribution: (NASLEMINST 5215.2U)
Lists B and E



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NASLEMINST 1710.15A
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23 JAN 1995

NAS LEMOORE INSTRUCTION 1710.15A

From: Commanding Officer, Naval Air Station, Lemoore

Subj: USE OF MORALE, WELFARE AND RECREATION DEPARTMENT
COMMUNITY ACTIVITIES

Ref: (a) BUPERSINST 1710.11A

Encl: (1) Craftech Center
(2) Information, Tickets and Tours
(3) Recreation Center
(4) Golf Driving Range/Mini Golf Course
(5) Theater

1. Purpose. To publish instructions governing the use of MWR Community Activities facilities.

2. Cancellation. NASLEMINST 1710.15

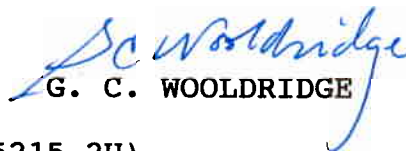
3. Information. The Craftech Center, Information, Tickets and Tours Office, Recreation Center, Golf Driving Range/Mini Golf Course and Theater are maintained and operated for the entertainment and recreation of all military personnel stationed at NAS Lemoore and their family members. All of the facilities listed in enclosures (1) through (5) are also authorized to serve DOD civilians. The management, control and supervision of the facilities listed in enclosures (1) through (5) shall be the responsibility of the MWR Director.

4. Authorized Participants. Personnel authorized to use these facilities shall meet the requirements per reference (a). Occasional guests are authorized when accompanied by a military sponsor or a bonafide dependent 13 years of age or older. In all cases, sponsors of such guests shall assume responsibility for payment of appropriate fees or charges. House guests for an extended period must provide a statement, from the Public Works Housing Director to the MWR Director, stating the period of time the individual is to be an authorized guest. Arrangements can then be made in the MWR Business Office for a guest authorization card which would enable the guest to participate in some recreational programs for the specified period of time. Fees paid by these individuals will be accepted on a cash basis only.

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5. Action. Commanding officers, officers in charge, and department heads should give wide dissemination to this instruction to ensure full use of these facilities by all eligible personnel.


G. C. WOOLDRIDGE

Distribution: (NASLEMINST 5215.2U)
Lists B & E

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CRAFTECH CENTER

1. The Craftech Hobby Center is located in the MWR Complex in Building 952. Equipment and instructional assistance are available in the many areas of arts and crafts for the individual hobby enthusiast. A variety of organized craft classes are offered. The resale store of the Craftech Center offers a variety of craft hobby supplies.

2. The Community Activities Division Director will designate individuals to supervise the proper use of the facilities and ensure that patrons comply with this instruction.

3. Personnel assigned to the Craftech Hobby Center shall not perform personal work for patrons while on duty other than to advise and instruct. No payment will be made by patrons for services rendered except for regularly scheduled and authorized classes and services.

4. Hours of operation will be established by the Commanding Officer and posted outside the facility. Shop clean-up will begin 30 minutes prior to secure time.

5. Personnel not familiar with tools or procedures will contact shop personnel for instruction prior to using. Children under the age of 16 years will not be permitted to use power equipment except under adult or shop personnel supervision.

6. The following rules and regulations are in effect while working in the center:

a. Projects and materials will be stored only in designated places; all material left unattended for a period of 30 days will become property of the MWR Department.

b. Storage lockers are available on a first-come-basis for a nominal fee; priority will be given to military personnel living in the barracks. Locks must be furnished by the user. Lockers not paid for over a period of 30 days will be emptied. Notification of an overdue locker will be forwarded to the renter prior to removal of contents. Late fees will accrue at the same rate under which the locker was originally rented. Contents of canceled lockers will be returned to the patron, upon collection of overdue rent.

c. Profane and abusive language and irresponsible conduct are prohibited.

Encl (1)

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- d. Tools will be issued for their intended purpose.
 - e. Smoking is not permitted in the Craftech Center.
 - f. Each person must clean up work area and return shop equipment prior to leaving.
 - g. Follow instructions of shop personnel.
 - h. Patrons are forbidden to interfere with supervisory personnel in discharging their duties.
 - i. All other posted safety rules, regulations and instructions are to be considered in force at all times.
7. Patrons caught shoplifting/stealing items from the facility are subject to the loss of all shop/store privileges. Revocation of shop/store privileges requires the approval of the Commanding Officer.
8. Personnel damaging or breaking tools and equipment through negligence will be required to pay for repair and/or replacement.
9. Ceramics
- a. Instruction hours for the ceramics area will be posted.
 - b. Shop personnel must be present while patrons are working in ceramics area.
 - c. A large selection of molds are available to patrons. Molds must be handled with care to avoid breakage and are to be returned clean.
 - d. Children under the age of 16 years will be restricted from using molds which either weigh more than 15 pounds empty or require more than one-half gallon of material to pour.
 - e. Slip casting of shop molds is considered to be a privilege; failure to abide by shop rules will result in denial of the privilege.
10. Shop fees as approved by the Commanding Officer will be posted in the shop.

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11. Special charges or fees may be levied for special classes of instruction. Fees will cover instructor's salary and supply expenditures.

12. Shop personnel must be present while patrons are working.

13. Report all personal injuries, damaged or unsafe shop equipment, safety hazards and theft to the shop supervisor as soon as they are discovered.

14. Children under the age of 10 years are only allowed in the shop area if under the direct supervision of a parent or guardian (exception - regular scheduled classes of instruction for this age group). Parents will be requested to remove children disruptive to the craft hobby program.

15. Complaints are to be forwarded through official channels to the Community Activities Division Director.

16. Craft classes require a minimum of six students. Students must pay the class fee at the time of registration. If the minimum student criteria is not met one week before the class begins, the class will be canceled and all registered students will be issued a full refund. If a student is unable to attend the class for any reason, they must request a refund no later than seven days before the beginning of the class to be authorized a refund.

17. Customer deposits on special orders may be refunded only if the patron requests a refund prior to placement of the order to a vendor. Deposits will be forfeited by the patron if the patron fails to pick up and pay for the order within thirty days of receipt of the order.

18. For resale purchases, items purchased "ON SALE" will not be refundable. Refunds will not be authorized for any type of brushes or perishable liquids, such as paints, fuels, or resins. Items warranted by the manufacturer are not refundable. Other resale merchandise may be returned for credit or cash refund providing the following criteria is met:

- a. No refunds on electronic parts.
- b. Original packaging must be intact.

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- c. Return items must not show signs of abuse.
- d. All item parts must be present. Kits may not be partially assembled.
- e. Customer must have a valid cash register receipt.

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INFORMATION, TICKETS AND TOURS

Ref: (a) NAVMILPERSCOMINST 1700.6
(b) BUPERSINST 1710.11A

1. Purpose. To provide a standardized policy and guidance for the operation of the Information, Tickets and Tours (ITT) Program in order to ensure efficient operations and quality programs.

2. Policy and Scope. The purpose of the ITT Program is to provide naval personnel, dependents and DOD civilians with ticket and travel programs which effectively contribute to their morale and well-being. ITT is operated as an element of the Navy Recreational Services Program as prescribed in references (a) and (b).

a. Unofficial travel services will be competitively contracted.

b. The ITT Program shall be operated without discrimination as to race, color, sex, national origin, grade or rank.

c. The operating hours and basic fee structure will be established by the Morale, Welfare and Recreation Director upon approval of the Commanding Officer.

d. The ITT Coordinator is assigned the responsibility for implementing these programs/services, reporting to the Community Activities Division Director.

3. Location. The Information, Tickets, and Tours Office is located within the Craftech Hobby Center, Building 952.

4. Eligible Participants. Active duty, reserve and retired military personnel, and their family members, and DOD civilian employees.

5. Program Operations

a. Program activities/services to be provided are information of recreational, cultural, entertainment, and sporting activities/events, both on and off base.

b. Ticket and reservation services to be provided are:

(1) Taking reservations and collecting fees for use of outdoor recreation areas, both on and off station.

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(2) Ticket services for free, reduced, or regular price tickets obtained by consignment or reservation to sporting, cultural, amusement or their similar activities.

c. Tour and travel services to be provided are:

(1) Arranging recreational tourism services, and accommodations using the Recreation Services bus or contracted buses to points of interest.

(2) Coordinating and planning special tours for the military community such as military units and members or youth groups, wives' clubs, photography clubs, etc.

6. Commissions/Fees. Commissions or concession fees paid by hotels or their businesses to "Travel Arrangers" for using their services or facilities must be made payable directly to the installation Morale, Welfare and Recreation Fund and recorded as income. Direct payment to, or acceptance by, individual employees is strictly prohibited.

7. Personnel Policies

a. Gratuities. Tour directors/guides/escorts employed by MWR may accept free or partially free transportation, accommodations, and meals provided that: (1) a formal contract or agreement is developed; (2) individual is placed on Temporary Assigned Duty (TAD) and; (3) travel vouchers submitted reflect appropriate deductions for services received. This particularly applies to those instances whereby the ITT Office receives one complimentary transportation ticket or lodging accommodation, based on the number of ticket sales/reservations sold (i.e., one complimentary ticket for each block of 40 tickets sold). Acceptance by personnel of gratuitous transportation, accommodations, and other "normal courtesies" having monetary value, with no corresponding offset in per diem and travel allowances, is improper.

b. Tour Guides. A paid or volunteer travel representative of Recreation Services may at times accompany group tours. There should be one tour escort for every 50 people. Children's tours should have additional chaperons.

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c. Volunteers. The use of volunteers as tour escorts may be used. All volunteers should receive a minimum of eight hours of training. Training should include information on Navy ITT Program policies and procedures, first aid, CPR, and Heimlich Maneuver. Volunteers will be properly screened and selected, trained, supervised, evaluated and recognized.

8. Refund Policy.

a. Ticket purchases of both prepaid and consignment tickets will not be refunded unless in the event of a concert, sporting event, etc., the event is canceled. In the case of a prepaid event ticket, MWR will refund the patron if it can secure a refund from the vendor sponsoring the event. If MWR does not receive a refund, the patron will be required to pay the cost of the ticket in addition to service charges.

b. The ITT Program reserves the right to cancel any tour. In the event of such cancellation, full refunds will be given by check (or Petty Cash if sufficient funds are available and the refund amount does not exceed \$50.00 per patron) with a processing time of five working days or less.

c. Bus charters will be available on a reservation basis only. Requests should be turned in four months in advance of the scheduled trip. The individual or group chartering the bus must pay a deposit of \$50.00 for each one day charter or \$100.00 for each charter of two or more days. This deposit will not be refundable for any reason with the only exception being cancellation of the trip by ITT due to mechanical failure of the tour bus and unavailability of a substitute charter.

d. Tour purchases may be refunded due to substantiated working commitments of the patron, with 15 days notice, providing the request along with a statement verifying the working commitment from the patron's supervisor is received with the customer copy of the patron receipt when the refund request is made. The verification statement must include the supervisor's name, title, business phone number, and the date the patron was notified of the working commitment. The request may be denied in the event the patron knew of the working commitment and no attempt had been made to notify the ITT Office. Lift tickets, amusement park tickets, or event tickets sold in conjunction with the tour as well as hotel accommodations if already paid for by ITT will not be refundable except as stipulated in paragraph (a) of this refund policy.

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e. Requests for tour refunds due to extenuating circumstances must be made in writing to the Community Activities Director within 15 days of the scheduled tour date and must be accompanied by the patron's receipt copy.

f. All tickets and tour reservations are transferrable providing the patron authorizes the transfer in the form of a signed and dated statement submitted to the ITT Office.

9. Liability. The ITT Program is not responsible for personal loss or bodily injury to participants and may not be held liable for commercial tour obligations, accidents, delays, and losses.

10. Display. Information displays are provided only as a service and do not imply endorsement or sponsorship of any commercial business or product.

11. Smoking. No smoking permitted in the ITT Office or on a ITT tour bus.

1:9 OCT 1995

TAILGATES RECREATION CENTER

1. The Center offers off-duty recreation to NAS Lemoore personnel in the form of pocket billiards, table tennis, table games, coin operated amusement machines, outside basketball courts, sand volleyball and swimming pool. Liquid refreshments, snacks and sandwiches are also available for its patrons.
2. Individuals under 18 years are not allowed entry except when the Center is reserved for special events/parties. The Center's intended patrons are military personnel living in the Bachelor Enlisted Quarters. Authorized patrons are: all active duty military; family members of active duty military (those 18 to 21 years of age must be accompanied by their active duty sponsor); military reserves on drill duty; and bonafide guests of authorized patrons if 21 years of age and older).
3. The Physical Readiness Division Director will maintain the facilities operation with a labor force of civilian employees.
4. The operating hours for the Center will be approved by the MWR Director and will be posted. Changes due to holidays or special events will be advertised.
5. Fees and charges for patron participation will be regulated by operation cost and approved by the Commanding Officer of NAS Lemoore. Fees and charges will be posted in the facility.
6. The MWR Department and the Recreation Center will not assume responsibility for personal property lost or damaged. Patron behavior and any result of that behavior will be the responsibility of said patron.
7. Damages and losses to the facility and its contents caused through negligence or willful abuse by patrons will be the responsibility of the patron to pay repair or replacement cost.
8. The following general regulations will be adhered to:
 - a. Appropriate attire must be worn (shoes and shirt).
 - b. Profane or abusive language is forbidden.
 - c. No gambling.
 - d. No roughhouse actions or fighting. No running.
 - e. No skates, skateboards, or bicycles inside the facility.

Encl (3)

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f. No food, drink or smoking on pocket billiard tables or coin operated amusement machines.

9. Comments and complaints are to be forwarded to MWR Director via the Physical Readiness Division Director.

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FAMILY FUN CENTER

1. The Batting Cages, Mini Golf Course and Golf Driving Range are located on Hancock Avenue immediately south of Squigglee's All Hands Club. The following regulations will be observed in all areas:

a. Playing fees and charges will be approved by the Commanding Officer upon recommendation of the MWR Director.

b. The Physical Readiness Division Director will designate individuals to supervise the proper use of the facilities and ensure that patrons comply with this instruction.

c. Profane or abusive language and irresponsible conduct are prohibited.

d. Patrons will show respect for the facilities and equipment. Violators will be charged for repair or replacement.

e. Littering is prohibited; trash cans are provided for trash.

f. Complaints are to be forwarded through the chain of command to the MWR Director via Physical Readiness Division Director.

GOLF DRIVING RANGE

1. Family members under 12 years of age are not permitted to use the driving range unless accompanied by an adult.

2. Recreation personnel in charge will close the range temporarily at any time in case of danger to any individual within the range areas.

3. Patrons must hit balls from designated areas only.

4. The driving range is open 24 hours per day weather permitting.

5. A limited number of clubs will be available for use.

6. The Driving Range is a restricted area for ordinary pedestrian travel and to persons not engaged in play. Parents are cautioned to instruct children of the inherent danger and to keep them from crossing the range area.

7. Anyone stealing golf balls or trespassing inside the range fence will be turned over to Security and be subject to disciplinary action.

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MINI GOLF COURSE

1. Family members under 10 years of age are not permitted use of the golf course unless accompanied by an adult.
2. The normal operating hours, weather permitting, will be established by the MWR Director and will be posted at the facility.

BATTING CAGES

1. Bats and helmets are provided.
2. The normal operation hours, weather permitting, will be established by the MWR Director and will be posted at the facility.
3. All safety regulations posted will be followed at all times.

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THEATER

1. The Station Theater is located in Building 822 in the Administration area.
2. The following personnel are authorized to attend the movie program in the Station Theater:
 - a. Active duty military personnel and their family members.
 - b. Reservists on active duty for training (in excess of 72 hours) and their family members.
 - c. Casual guests of military personnel. A "casual guest" is defined as one who is visiting for other than the sole purpose of attending the exhibition.
 - d. Red Cross uniformed paid personnel employed at naval activities.
 - e. Retired military personnel and their family members.
 - f. Civilian employees of DOD when traveling under official orders.
3. Movie admission prices are regulated by the Navy Motion Picture Service (NMPC). Variable admission fees ranging from \$1.00 for children and \$1.50 to \$2.00 for adults will be implemented, depending upon guidance from NMPC. Children under six years of age will be admitted free.
4. The Community Activities Division Director will designate personnel in charge of the Station Theater. Designated personnel are charged with the responsibility of enforcement of this instruction. Personnel using this facility will not interfere with personnel in carrying out their duties. Complaints should be forwarded through official channels to the Community Activities Division Director, then the MWR Director, and Commanding Officer (if necessary).
5. Personnel in charge will be required to verify and monitor the following:
 - a. Identification of all personnel in civilian clothing.
 - b. Periodically verify identification of uniformed personnel.

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c. Monitor all patrons for appropriate military and civilian attire.

6. Scheduled movie times, special showings and holiday features will be approved by the Community Activities Division Director. and will be publicized in various Station bulletins.

7. Tickets will go on sale at least 30 minutes prior to the scheduled showing. Ticket office and doors will close 20 minutes after start of movie or when last patron has entered, whichever is later.

8. Children under 6 years of age must be accompanied by and sitting with a responsible person. Children under 17 years of age will not be allowed to attend "R" rated movies unless accompanied by an adult.

9. The seating arrangement will be general admission.

10. There will be no use of tobacco, alcoholic beverage or carry in food in the auditorium at any time.

11. All patrons will be seated during the movie. Aisles and exits must be kept clear at all times. There will be no running or skylarking in the theater at any time. There will be no unauthorized personnel in the cashier booth or projection booth at any time.

12. Selection of movies shown at the NAS Lemoore Theater will follow Navy regulations and policies. All movies will be rated for the patron's own censorship. The rating guidelines used will be the same as those set by the Motion Picture Association of America (MPAA). The ratings are as follows:

G - General Admission

PG - Suggested for mature audiences; parental discretion is advised.

PG13 - Parents are cautioned to give special guidance to children under 13 years of age.

R - Restricted, no one under 17 admitted without parent or adult guardian.

X - No one under 17 admitted.

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13. Reservations for the Station Theater for other activities (briefings, etc.) will be coordinated through the Morale, Welfare and Recreation Department. The Community Activities Division Director will coordinate and approve all request made for theater usage prior to 1600 hours. The following procedures are provided for requesting use of the Station Theater:

a. Reservations for the theater are contingent upon availability, program commitments and intended use. The theater is available for official use and activities having NAS Lemoore's Commanding Officer's approval.

b. Reservations will be taken at the Community Activities Division Office, located in the Craftech Hobby facility, Building 952, during normal working hours.

c. A signed request form (Request for Theater Usage) from the command or department confirming the reservation must be received by the Morale, Welfare and Recreation Department (Code 90) at least five working days prior to the requested date. Request forms are available from the Community Activities Division Director's office. The following information is to be confirmed in the memorandum:

(1) Requesting command or department.

(2) Point of contact.

(3) Telephone extension.

(4) Requested date and time.

(5) Reason for request.

(6) Equipment needed. (podium, PA system, tables, and chairs are available from the MWR Department on a cost reimbursement basis. Additional audiovisual requirements must be coordinated by the requesting activity and the Fleet Audiovisual Facility.)

d. The NAS Lemoore department or tenant command activity will provide a duty section to cleanup after theater use. Person in charge of clean-up will receive direction and equipment from a Community Activities Division representative.

e. Community groups or organizations not directly related to the Naval Air Station may rent the theater for a non-profit

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activity or cause if they meet the requirements set forth in paragraph 14 of reference (a). The theater may not be used for commercial purposes (i.e., product sales, etc.) or personal gain. Rental fees will be established by the Morale, Welfare and Recreation Director and approved by NAS Lemoore's Commanding Officer. Rental fees will cover expenditures, salary, janitorial, administrative work, etc.

14. Smoking is not permitted inside the theater building.